

14-1.02(03) Final Tracings Submittal [Rev. August 2012]

The construction project number should be shown in the box in the upper left hand corner of the Title Sheet and the lower right hand corner of all other plan sheets. For right-of-way plans, the right-of-way project number should be shown.

The designer will electronically transmit the Final Tracings to the project manager. The project manager will submit the Final Tracings package to the Contract Administration Division. All submissions should be submitted electronically into ERMS. It is the responsibility of the designer handling a mother project to ensure the tracings for all kinned projects are brought together and submitted to the project manager. The Final Tracings Checklist, Figure 14-1E is available on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.

This submittal should include the following items:

1. plans and cross sections. ~~one set of marked up Final Check Plans PDF format~~ Final Tracings, marked up Stage 3 plans and comment responses;
2. final cost estimate ~~(on Estimator)~~ (from CES) in PDF format, with a separate estimate prepared for each Des number, using the most recent bid history and pay item list files. The control code in CES should not be changed to 12 until all estimate comments are addressed;
3. Recurring Special Provisions Menu in Microsoft Excel, covering all Des numbers in the contract. The Menu may be found on the Department's website, at www.in.gov/dot/div/contracts/standards/rsp/index.html;
4. modified recurring special provisions and unique special provisions in Microsoft Word;
5. Figure 14-1C, the Contract-Preparation Documents to Contracts Administration Division memorandum which includes information on the status of permits, right-of-way, etc. The project manager should complete the form with the aid of the designer. The appropriate District Construction Engineer should be contacted in a timely manner for the Contract Requirements Worksheet portion of the worksheet. The construction engineer's recommendations should be incorporated into the Final Tracings submittal. Ultimately, the project manager is responsible for the complete, accurate, and timely submittal of the Contract-Preparation Documents to Contract Administration Division Office of Estimating memorandum. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;

6. Figure 10-2B, Utility Coordination Certification, and Figure 10-2D, Utility Coordination Certification waiver. Both appear on the dmforms webpage; Editable versions of these documents may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
7. ~~Figure 7-4A, Summary of Commitments, should be complete at the time of submittal of Figure 14-1C. The Summary should include all environmental document, regulatory agency, property acquisition, and context sensitive commitments. The Summary of Commitments Form appears on the dmforms website;~~
All-Project Commitments Report. A resolution must be provided for each commitment. The report should include the required signatures;
8. permits or permit information. See Section 9-1.03 for additional information;
9. subsurface investigation, or geotechnical summary;
10. Level One checklist;
11. design-exceptions summary;
12. ~~Scope/Environmental Compliance Certification/Permit Application Certification form.~~ Environmental Consultation form. The form should include the required signatures. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
13. design computations and quantity calculations; ~~Output from the pipe-material selection program should not be provided;~~
14. project correspondence files;
15. original survey books and electronic survey files; ~~on diskette or CD-ROM;~~
16. Bridge Search Data form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
17. Quality Assurance form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
18. Figure 14-1D, Asbestos Certification (for new bridge construction, bridge replacement, or bridge rehabilitation project), ~~with original to the appropriate district bridge inspector;~~

~~a copy to the Environmental Services Office's Environmental Policy Team leader; and a copy to be placed in the design calculations document.~~ An editable version of the Asbestos Certification may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;

19. Geotechnical Review of Final Check Prints form. The form should contain the required signatures. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
20. Limited Review Certification. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
21. consultant-project output files, if project is consultant-designed;
22. the map of the official detour route, where applicable, as developed by the district Office of Traffic, should be provided to the Contract Administration Division's Office of Contracting for incorporation into the Contract Information book. Maps of unofficial detour routes should not be provided;
23. Traffic-Control-Plan Checklist. See Figure 82-7A; An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
24. Traffic Management Plan (TMP) / Map, where applicable; and
25. FHWA – Indiana PS&E checklist. Figure 14-1E(1), FHWA – Indiana PS&E Checklist, is completed by INDOT staff. The responsibility for completing each of the three sections is as follows: Section 1 by the plans reviewer, Section 2 by the project manager, and Section 3 by the Contract Administration Division. The PS&E Checklist should be uploaded into ERMS as a Word document. The Contracts Administration Division transmits the final document to FHWA for approval. A project submitted without the PS&E Checklist or with an incomplete PS&E Checklist will not be processed for letting. Figure 14-1E(2), Narrative for PS&E Checklist and Figure 14-1E(3), PS&E Documentation Required are supplemental forms and aid in completing the PS&E Checklist.